

# Vacancy Announcement



**Ronald G. Schweer**  
Chief United States  
Probation Officer

## **Kansas City Division**

500 State Ave. (M-35)  
Kansas City, KS 66101

## **Topeka Division**

444 S.E. Quincy St. (375)  
Topeka, KS 66683

## **Wichita Division**

401 N. Market St. (3rd Fl.)  
Wichita, KS 67202

## **UNITED STATES PROBATION OFFICE**

### **District of Kansas**

<b>Position:</b>	Supervising U.S. Probation Officer
<b>Number of Positions:</b>	Three
<b>Classification Level:</b>	CPS CL 29 / CL 30
<b>Salary Range:</b>	\$66,755 - \$128,223
<b>Location (1<sup>st</sup> position):</b>	Kansas City, Kansas (Post Conviction Supervision)
<b>Location (2<sup>nd</sup> position):</b>	Topeka, Kansas (Generalist: Pretrial Supervision/Presentence Investigation/Post Conviction Supervision)
<b>Location (3<sup>rd</sup> position):</b>	Wichita, Kansas (Hybrid: Evidence Based Practices Specialist/Post Conviction Supervision)
<b>Opening Date:</b>	May 1, 2015
<b>Closing Date:</b>	Open until filled; Preference given to applications received by May 15
<b>Vacancy Number:</b>	A15-4

## **POSITION OVERVIEW:**

The SUSPO performs supervisory work related to the full range of probation and pretrial services officer duties, which primarily include directing officers assigned to the monitoring, investigation, and supervision of offenders and defendants. The SUSPO has district-wide responsibilities in his/her area of expertise and will fill a key leadership role within the district, serving as a member of the district's management team.

The District of Kansas is an evidence based organization and the SUSPO will be expected to understand and practice evidence based principles. The SUSPO reports to the Deputy Chief Probation Officer or the Assistant Deputy Chief Probation Officer.

## **REPRESENTATIVE DUTIES:**

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Supervising U.S. Probation Officer.

- Assumes responsibility for one or more specialty areas (i.e., pretrial, presentence, and/or post-conviction supervision).
- Assigns and schedules work within the unit.

- Reviews and evaluates work in the unit to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and court policies, procedures, and guidelines.
- Confers regularly with probation officers; provides direction and assistance to the officers toward improving their supervision, investigation, and writing skills.
- Assists probation officers in meeting the needs of offenders and defendants with complex problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Assesses the adjustment of individuals under supervision in consultation with the assigned probation officer and assists in decision-making for recommendations for early termination, modification or extension of supervision, and revocation of supervision.
- Assures continuing staff development by recommending and, in consultation with the Training Coordinators and senior management, planning and implementing training programs in the district. Mentors and trains specialists and officers. Responsible for preparing staff to seek future promotion opportunities, special project assignments, and professional development.
- Assumes responsibility in unusually sensitive or complex cases, and in urgent matters arising in a subordinate's caseload.
- Conducts staff meetings to identify operational needs, and to develop appropriate solutions.
- Evaluates the performance of probation officers in the unit on a systematic and regular basis.
- Acknowledges the District of Kansas as an evidence based organization and supports evidence based practices.
- Utilizes evidence based principles to consistently evaluate and improve organizational performance.
- Shares with other managers the responsibility of promoting staff morale and encouraging loyalty, interest, enthusiasm, and a positive work environment.
- Serves as a major communication catalyst and as a link between line staff and senior management, assuring implementation of administrative direction while concurrently providing information to senior management for future action.
- Develops understanding and cooperative relationships with judges, members of the court family, other law enforcement, community service agencies and the public.
- Supervises field travel to include review and approval of all travel vouchers of officers in the unit.
- Represents the Probation Office and the Court at meetings, seminars, and conferences. Makes formal presentations to interested groups. Utilizes external resources and organizations such as the United States Sentencing Commission and the Administrative Office of U.S. Courts to improve policies and procedures in the District of Kansas.
- Assists senior management in the formulation and modification of office management policies.
- Performs related duties as required by the Chief Probation Officer, Deputy Chief Probation Officer and Assistant Deputy Chief Probation Officer.

## **QUALIFICATION REQUIREMENTS:**

### ***Mandatory***

General: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Specialized Experience: At least three years of specialized experience, including at least one year as a probation/pretrial services officer at the classification level below the level of the position for which the individual is being considered.

Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in dealing with others in person-to-person relationships, (2) the ability to exercise mature judgment, and (3) knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.

### ***Preferred***

- An advanced degree from an accredited university relevant to corrections or management.
- Five years of federal probation office experience with a proven track record of technical excellence in investigations and supervision.
- Knowledge and/or experience with evidence-based practices.
- Previous management experience, education, or training such as the Federal Judicial Center's Leadership Development Program, relevant to probation office operations.
- Demonstrated ability to work effectively in a team environment. Capability of dealing skillfully with others in professional work relationships.
- A service viewpoint recognizing the need for contributions to the local and national systems. Commitment to following the mission, vision, and guiding principles of the U.S. Probation Office and its Charter for Excellence.

## **EVALUATION PROCESS:**

Applicants will be evaluated initially against their experience and educational background in order to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Interviews will be conducted with finalists.

## **TO APPLY:**

Qualified applicants should submit:

1. Resume
2. Cover letter describing your leadership style, familiarity with evidence based practices, and how your particular skills and experience relate to the position.
3. Indication of which of the three positions/locations for which you are applying.
4. Application for Federal Employment (form AO 78) and supplemental form available on the [Probation Office website](#). (Not required for current employees of the District of Kansas)

Submit application materials to: [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

The first round of interviews is tentatively scheduled for May 21 and 22. Additional interviews may also be held at later dates.

## **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

**\*\*\* THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***